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M E M O R A N D U M

VIRGINIA WATER CONTROL BOARD

OFFICE OF WATER RESOURCES MANAGEMENT

SUBJECT: OWRM PROGRAM GUIDANCE MEMORANDUM NO. 91-004
Permits/Certificates Approved at Board Meetings

TO: Regional Directors

FROM: Larry G. Lawson, Director-OWRM 

DATE: February 1, 1991

COPIES: Bill Woodfin, Martin Ferguson, Fred Cunningham, Ron Gregory, Regional Office Water Resources Managers, Regional Office Water Resources Development

As you know the Executive Director has been authorized to issue the majority of the permits that are issued by the Board. However, there are some permits that must be acted on by the Board Members at a Board meeting. These include permits that have been the subject of a public hearing as well as all ground water permits and certificates. Following the Board action on a permit at a Board meeting the staff has then returned to the office and prepared an appropriate permit for issuance. Unfortunately in some instances it has taken long periods of time for the staff to actually issue the permit that was approved by the Board Members. Thus, the purpose of this memorandum is to establish a procedure for issuance of permits approved by the Board Members at a Board meeting.

Beginning with the March 1991 Board meeting, the Regional Office/Headquarters Office staff member that is responsible for a permit/certificate presentation at the Board meeting shall prepare and bring with them to the Board meeting the final permit package proposed for issuance. This will require that all pre-signature procedures and concurrences will have been accomplished prior to the Board meeting. If the Board Members approve the permit as proposed then the staff member shall give the final permit package to OWRM for issuance. If the Board Members approve a modification of the permit that the staff member has prepared then the staff member responsible for the Board presentation is responsible for immediately (the same day) preparing a revised final permit. Upon preparation of the final revised permit, the permit package shall be given to OWRM for processing.

If the Regional Office is responsible for the permit then it must be prepared for final issuance before the staff member returns to the Regional Office.

I recommend that the Regional Office responsible for permit presentations to the Board bring along with them the final permit package and a computer disc which contains the final permit. Thus, if the Board approves a modified permit from the version that the staff member has prepared then the permit on the disc can be immediately revised to reflect the Board action.

I recognize that this procedure may be inconvenient for you and your staff, especially for the March Board meeting. However, hopefully by the June Board meeting we will be in our new office and the proximity of the meeting room to the necessary word processing equipment should help soften the effect on you.

If you have any questions on this procedure please contact either Martin Ferguson or myself.